

Vermont Department of Libraries Summer Programming Grant Guidelines State Fiscal Year 2021

The Department of Libraries supports the mission of local public libraries to provide quality library programming for children, teens, and families. The Department sponsors an annual Summer Reading program available to all Vermont public libraries to foster summer reading for youth of all ages. The Summer Reading program encourages a love of reading, introduces children and teens to books and authors to expand leisure reading choices, and works to prevent the “summer slide” and loss of reading skills during the summer months when youth are out of school.

As part of the Summer Reading program, the Department of Libraries encourages libraries to provide a variety of programs for children of all ages and families. The summer grant has been expanded to support a wide array of library programming. Libraries can choose to use funds to purchase materials that support summer programming in addition to the option of hiring paid performers for in-person and virtual programming.

We encourage libraries to collaborate and pool their grant money to plan programs and events that serve the greatest number of youths in the most effective manner.

GENERAL INFORMATION

Each successful applicant will receive a grant of \$200.00 to be used towards up to 4 items from the list below to support a wide array of programming. The minimum per purchase is \$50.00 from a single supplier. Funding may be used towards purchases of more than \$200.00 with libraries being responsible to cover any costs beyond \$200.00, including any additional supplies or upgrades. Receipts will need to be submitted following the guidelines.

- **Performer/Speaker/Author:** This refers to a person who is not an employee of the hiring library who is presenting an in-person or live virtual program geared towards youth and families. Categories of paid programming include: arts/crafts, authors & illustrators, clowns/juggling/magic/mime, music/dance/movement, presentations, puppet shows, STEM, nature, sports skills/tricks, storytelling, history, theater, writing etc. Eligible costs include performer fees and one-way/round-trip mileage between the performer’s home and the library. Mileage rates are set at \$0.56 per mile. Any in-person programming must be offered in strict adherence to the state-mandated COVID-19 safety guidelines. Due to limits imposed on in-person gatherings, grant monies may also be spent on virtual performances that adhere to the attached virtual performance guidelines.

- **Purchase of programming materials:** Libraries may purchase materials from the categories below to be used to support virtual, grab & go, or in-person programming. The minimum per purchase is \$50.00 from a single supplier. Libraries receiving funds will be asked to document how these items were used to support programming during the summer.
- **Virtual programming tools:** Licenses for presentation and virtual programming tools (such as Zoom or gaming platforms), tech upgrades, hardware, etc.
- **Books:** Purchased books should be used directly for summer programming like book activity kits or book groups.
- **Equipment & evergreen items:**
 - Maker items such as: button makers, instant cameras, etc.
 - STEM items such as: microscopes, robotics, 3D printers etc.
 - Other non-traditional circulating items used for summer programming such as musical instruments, games (tabletop or videogames), etc.
- **Movie licenses** – Outdoor movie viewing off library grounds, which is not covered by the VTLIB movie license. You can review VTLIB public library movie licensing information here: <https://libraries.vermont.gov/services/public-libraries/movies>

The library programs supported with this grant **must** take place between **May 15 and September 15, 2021**. All grant funds must be expended by **September 15, 2021**.

Libraries **must** acknowledge funding support from the Vermont Department of Libraries in program publicity and press releases.

ELIGIBILITY

- Vermont public libraries may receive grants under this program.
- Libraries are only eligible for this grant if previous grant reporting requirements were met.
- Eligible grantees are those that are not currently suspended or debarred by the Federal government and are current in submissions of the Subrecipient Annual Report and Single Audit Reports for at least the past three years and must pass a

pre-award risk assessment.

APPLICATION PROCESS & SUBMISSION

- To apply, applicants must submit the application webform available on the VTLIB website here: https://libraries.vermont.gov/services/VTLIB_grants/summer_program_grant

Along with the webform, a current W-9 and Certificate of Insurance for the library must be submitted to Susan Whitney. These documents can be emailed to Susan (susan.whitney@vermont.gov) or mailed (see mailing information under the last bullet of this section.)

- The webform submission, W-9, and Certificate of Insurance must be received by **March 14, 2021 at 11:59pm.**
- Successful applicants will receive an award letter and grant administrative documents via email. These documents will be sent to the library director. Grant documents, including the grant agreement, are due by **May 2, 2021 at 11:59pm.** Please keep in mind that the grant agreement will be signed by directors electronically in our program E-Sign. Other documents can be emailed to Susan Whitney (susan.whitney@vermont.gov) or mailed to:

Vermont Department of Libraries
ATTN: Susan Whitney
60 Washington Street, Suite 2
Barre, VT 05641

FINAL REPORT

Award recipients will submit the Grant Certification and Expenditure Report by **October 15, 2021** to certify the grant funds have been spent in accordance with the grant agreement.

- Grant award recipients will be provided the Grant Certification and Expenditure Report after recipients have received notice of a successful grant application.
- The Vermont Department of Libraries encourages recipients to submit their report and any applicable receipts soon after the end of the program(s). However, the final deadline for submitting the report is October 15, 2021.

Reports should be emailed to Susan Whitney (susan.whitney@vermont.gov) or mailed (see mailing address in the section above.)

QUESTIONS

- Questions about the grant application and grant program (such as spending options, fitting the grant into your summer program, etc.) should be addressed to Jonathan Clark (jonathan.l.clark@vermont.gov).
- Questions about grant paperwork (W-9, Certificate of Insurance, grant agreement, etc.) should be addressed to Susan Whitney (susan.whitney@vermont.gov).